



HEALTH AFFAIRS

THE ASSISTANT SECRETARY OF DEFENSE

WASHINGTON, D. C. 20301-1200

DEC 8

MEMORANDUM FOR SURGEON GENERAL OF THE ARMY
SURGEON GENERAL OF THE NAVY
SURGEON GENERAL OF THE AIR FORCE

SUBJECT: Request for Nominations – Armed Forces Epidemiological Board Executive Secretary

The Armed Forces Epidemiological Board Executive Secretary administers scientific and professional activities of a 20-member board composed of eminent national scientists for the Secretary of Defense through the Assistant Secretary of Defense for Health Affairs and the military Surgeons General. The Executive Secretary is the primary action officer in ensuring this Board is able to provide timely and expert consultation and advice to the Department of Defense.

The critical position of Executive Secretary calls for a senior medical or public health officer at the rank of O-6. Candidates for this position should have scientific credibility, possess administrative and management skills and have the energy and initiative to coordinate the board's high profile activities.

I request that you canvass your senior leaders for nominees for this position and submit nomination packets as described in the attachment no later than December 29, 2003. I will review the nominations and make a selection. The current Executive Secretary will depart on March 15, 2004, and ideally, a replacement should be in place to ensure transition of ongoing board activities.

My point of contact on this action is Colonel James Riddle at (703) 681-8014 (DSN 761) or e-mail at James.Riddle@otsg.amedd.army.mil.

A handwritten signature in black ink, reading "William Winkenwerder, Jr.", is positioned above the printed name.

William Winkenwerder, Jr., MD

Attachment:
As stated

**NOMINATIONS
FOR
EXECUTIVE SECRETARY
ARMED FORCES EPIDEMIOLOGICAL BOARD**

NOMINATION PACKETS SHOULD CONTAIN THE FOLLOWING:

1. Curriculum Vitae (CV) of the nominee with current contact information.
2. Letter of nomination from the nominee's rater endorsed by the respective Service Surgeons General.

Address nomination packets to:

Executive Secretary, Armed Forces Epidemiological Board
Skyline 6, Suite 682
5109 Leesburg Pike
Falls Church, VA 22041-3258

SUPPLEMENTARY INFORMATION:

The Executive Secretary, Armed Forces Epidemiological Board

UNIT MISSION DESCRIPTION

The Armed Forces Epidemiological Board (AFEB) is a Federal Advisory Committee that serves as a scientific advisory body to the Secretary of Defense through the Assistant Secretary of Defense for Health Affairs and the military Surgeons General concerning operational programs, policy development, and research needs for the prevention of disease, injury and the promotion of health for all DoD beneficiaries.

KEY DUTIES, TASKS AND RESPONSIBILITIES

Administers AFEB scientific and professional activities for the Secretary of Defense, Assistant Secretary of Defense for Health Affairs and military Surgeons General. Coordinates all DoD requests for consultation including development and staffing of scientific and health policy questions to the AFEB. Plans and executes all AFEB meetings. Assists AFEB members in research and preparation of written recommendations and reports. Administers AFEB activities including nomination, selection and appointment of AFEB members. Executes \$250K annual budget. Military liaison between the AFEB and other federal agencies. Represents AFEB in discussions with OSD and the military services. Supervises one civilian government employee. Manages personal services contract for meeting and office support.